



## APPLICATION CHECKLIST

- APPLICATION, including the four-page form and your responses to the additional information section.
- Official copy of ACT or SAT scores – must be an **official** copy of test scores **sent directly** to my office and received by my office on or before Oct. 6, 2023. See Class of 2028 Fact Sheet for the institution codes.
- Official high school transcript sealed by school. Transcript must be in a sealed, unopened envelope. If enrolled in post-secondary education, include a current transcript as well in an envelope sealed by the institution.
- Recommendation letters from your English, Math, and Science teachers. Each teacher must place her/his letter in a sealed envelope and sign her/his name across the seal.
- Recommendation letter from your school principal or counselor. The principal/counselor must place the letter in a sealed envelope and sign her/his name across the seal.
- Recommendation letter from another person who has known you for at least three years and who is not your relative. The person must place the letter in a sealed envelope and sign her/his name across the seal.
- A recent photograph of yourself, please print your name on the back of the photo.

All documentation, except your ACT/SAT scores (see directions above), should be submitted together in one packet and received by my office no later than 5:00pm Oct. 6, 2023. Failure to submit any requirement on this checklist will result in an incomplete application. Incomplete applications will not be considered for a nomination from my office. **No late applications will be accepted.**

Please submit your completed application to my office on or before October 6, 2023, addressed to:

**Office of Congressman Mike Gallagher**

Attention: David Brooker  
1702 Scheuring Rd., Suite B  
De Pere, WI 54115